



Public Records (Scotland) Act 2011

2011 asp 12

PART 1

RECORDS MANAGEMENT PLANS

12 Annual report

- (1) The Keeper must, after the end of each financial year—
 - (a) prepare a report on the carrying out of the Keeper's functions under this Part during the year, and
 - (b) submit the report to the Scottish Ministers.
- (2) The report must—
 - (a) be prepared in such form as the Scottish Ministers may direct,
 - (b) contain the information specified in subsection (3) and such other information as the Scottish Ministers may direct, and
 - (c) be submitted by such date as the Scottish Ministers may direct.
- (3) The information referred to in subsection (2)(b) is—
 - (a) information about records management plans and revised records management plans agreed with the Keeper during the year,
 - (b) information about any records management reviews carried out by the Keeper during the year,
 - (c) details of any action notices issued by the Keeper during the year,
 - (d) the names of any authorities that have failed to comply with any of the requirements of an action notice together with details of the alleged failures.
- (4) The Keeper may include in the report such other information as the Keeper considers appropriate.
- (5) The Scottish Ministers must lay the report before the Scottish Parliament.
- (6) The Keeper must, as soon as practicable after the report has been laid before the Parliament, publish the report in such manner as the Keeper considers appropriate.